

How to make efficient PowerPoint presentations...



without making mammoth presentations...

www.facm.ucl.ac.be

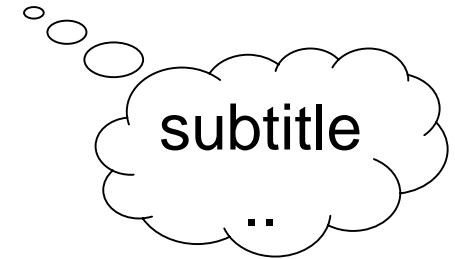
www.md.ucl.ac.be/pharma/cfcl

a short lesson for everyday use ...

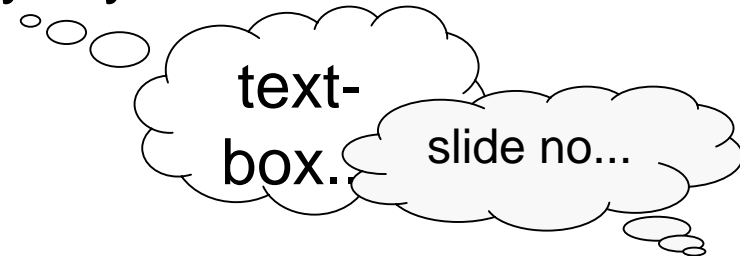
How to make efficient PowerPoint presentations...



without making mammoth presentations...



a short lesson for everyday use ...



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Pharmacodynamie van antibiotica ...

het beste halen uit de β -lactams

Paul M. Tulkens

Unité de pharmacologie cellulaire et moléculaire
& Centre de Pharmacie clinique

Université catholique de Louvain, Brussel

&

Université de Mons/Hainaut, Mons

**International Society for Anti-infective
Pharmacology (ISAP)**



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www.isap.org

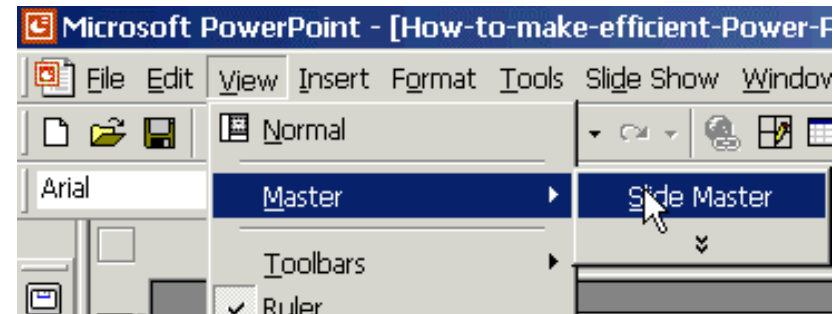
What do you need to do ?

- start from an existing template ...
 - ➔ see the FACM WEB site ...

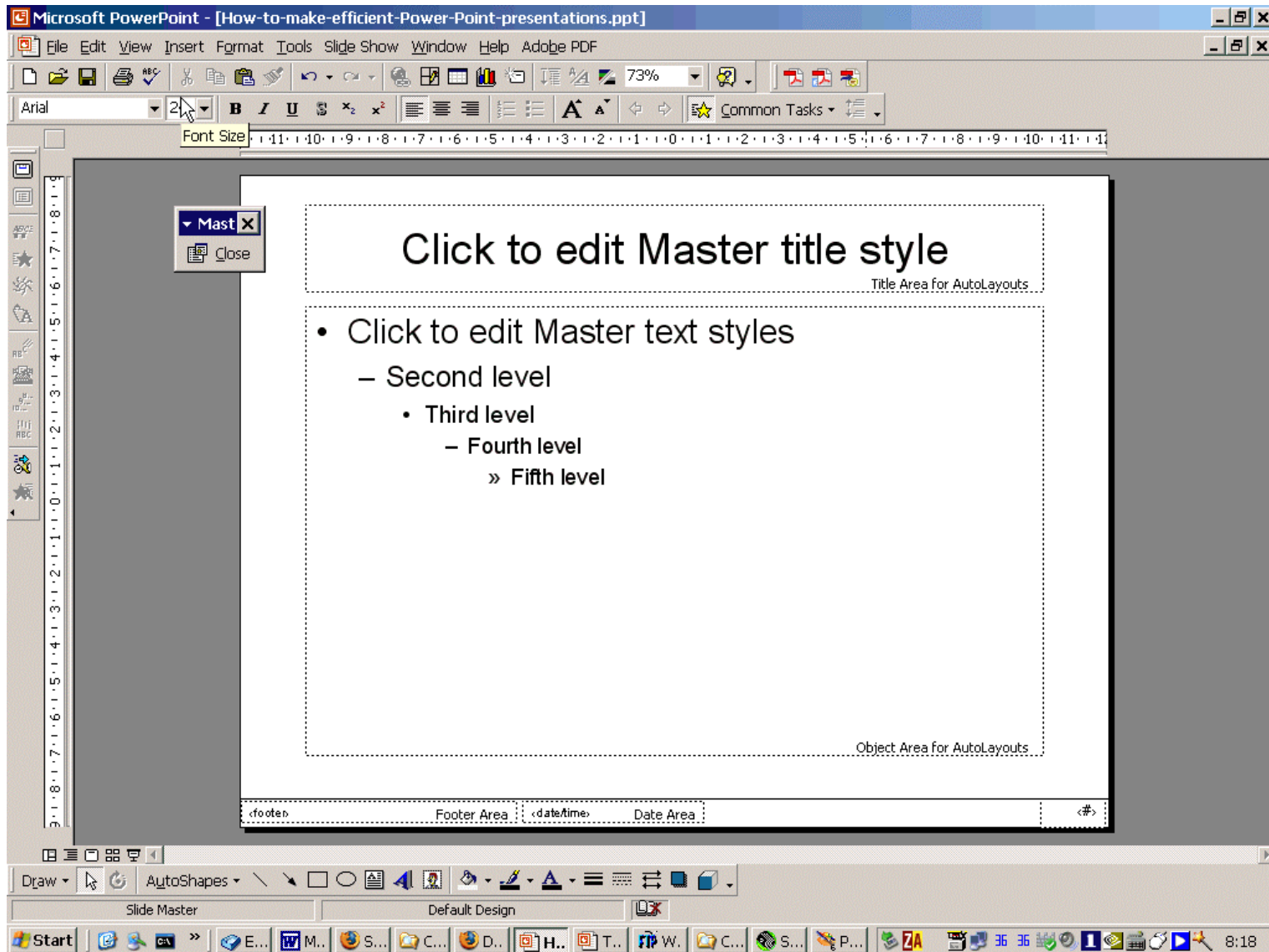


7. **Power-Point: how to make effective presentations ... without getting mammoth files...**
presented on December 8th, 2006
Software: Microsoft PowerPoint 2000 (also applicable to PowerPoint 2003); licence to UCL (Select)
[Recommended "FACM" template](#) (black on white...)

- Manipulate the Master
...

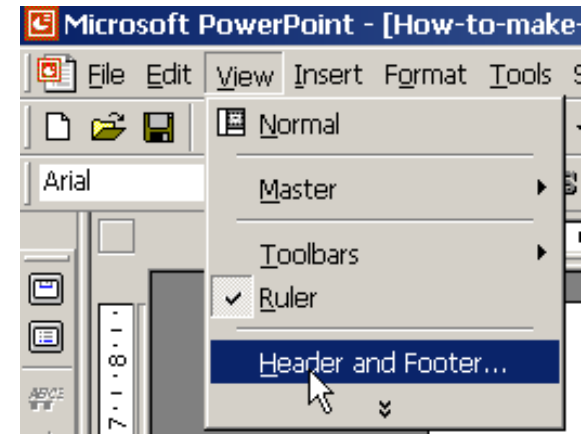


Here is the Master ...

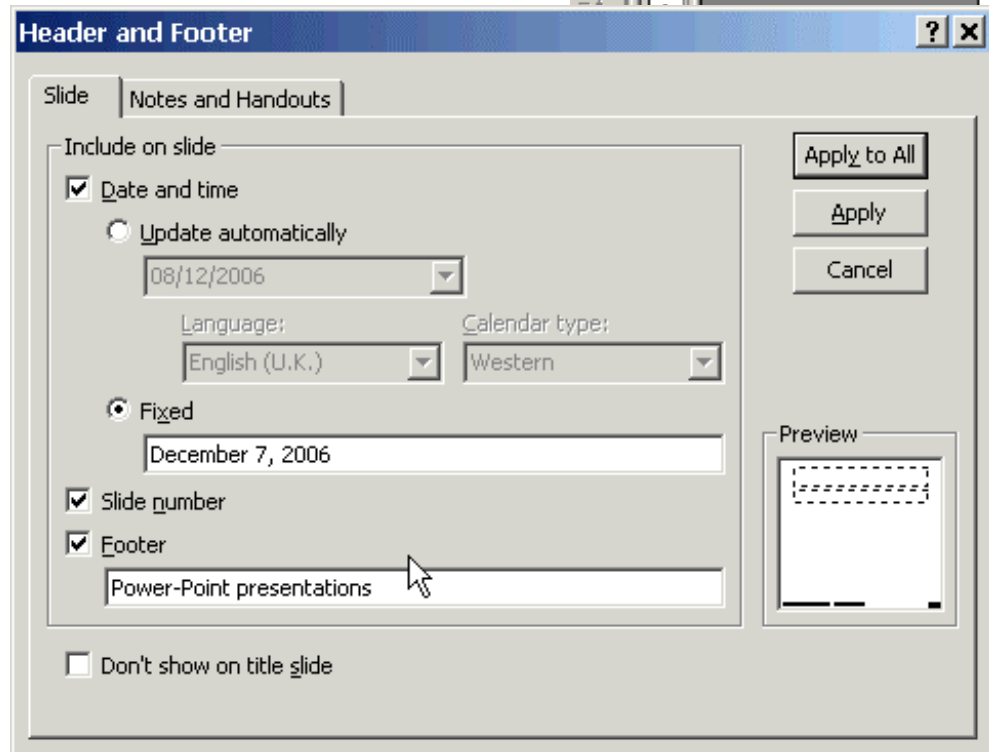


What do need to do next... ?

- open the "Header and Footer" ...



- and fill it up appropriately



Pharmacodynamie van antibiotica ...

het beste halen uit de β -lactams

Here you are for your
first slide...



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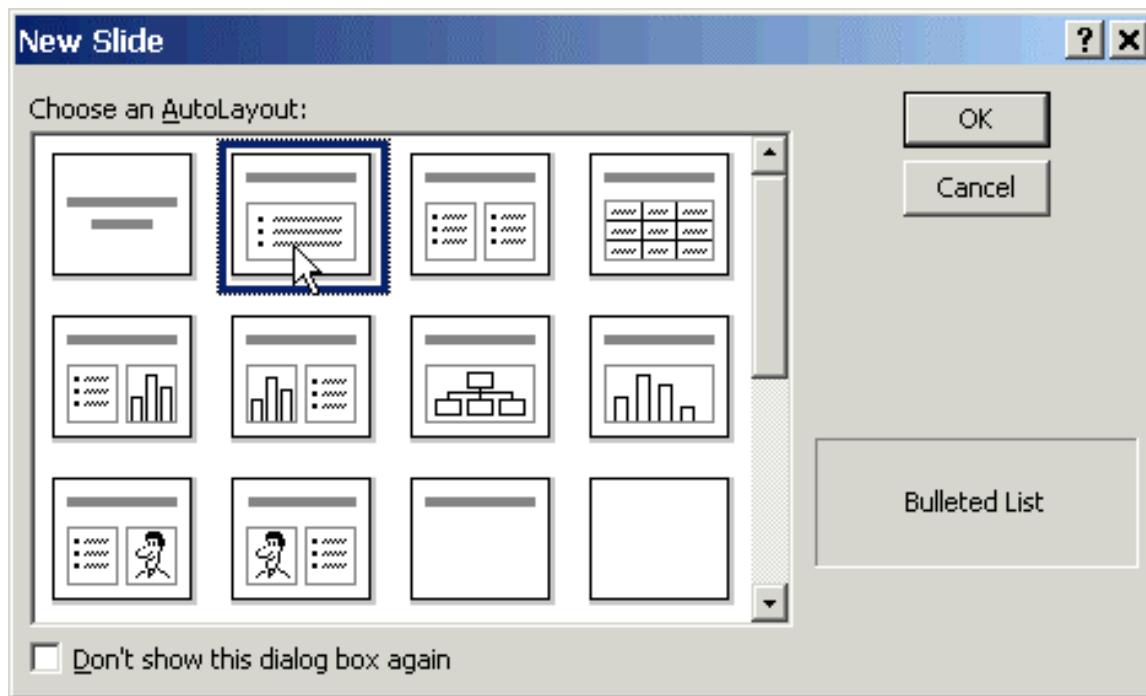
www.facm.ucl.ac.be



www.isap.org

For the next one ...

- select "Insert / New Slide"
- AND choose the appropriate layout (with a title....)



My title

- my first line
- my second line
 - my first sub-indent
 - etc....
- you can customize all that by hitting Format → Bullet and Numbering, / Line Spacing, / Alignment etc...
- do not write too many things on a slide...
- and use the correct dictionary ...
(by selecting the frame an then Tools / Language ...)
- if writing in another language than English, uncheck "Always suggest corrections" to avoid automatic conversion of "dont" into "don't", spaces before an apostrophe (l 'enfant...), etc...

And for the next ones ...

- you can simply duplicate the previous slide
Insert → Duplicate slide....
- or you can choose "New slide" if you wish another layout...
- you simply need to explore the various possibilities and remember that you can
 - insert text boxes
 - autoshapes
 - pictures from clipart
(cost you very few bytes...)
 - etc...
 - but do not abuse

this is a text box...

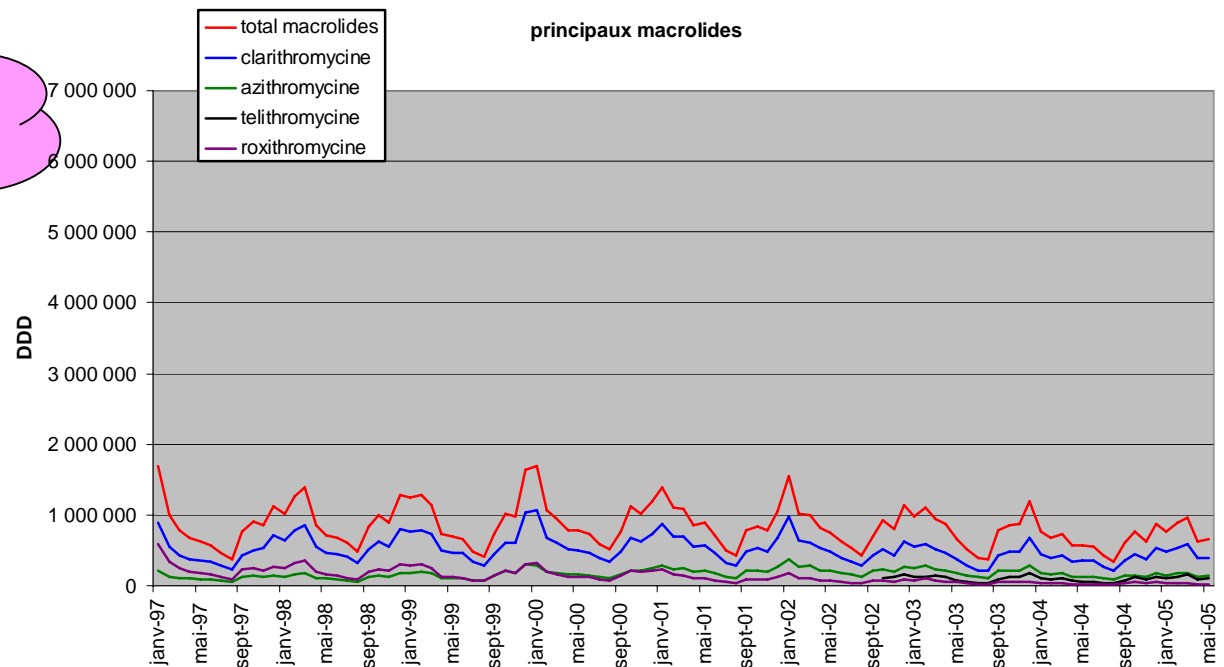


Your Text Here

And now, how to insert graphs and pictures ?

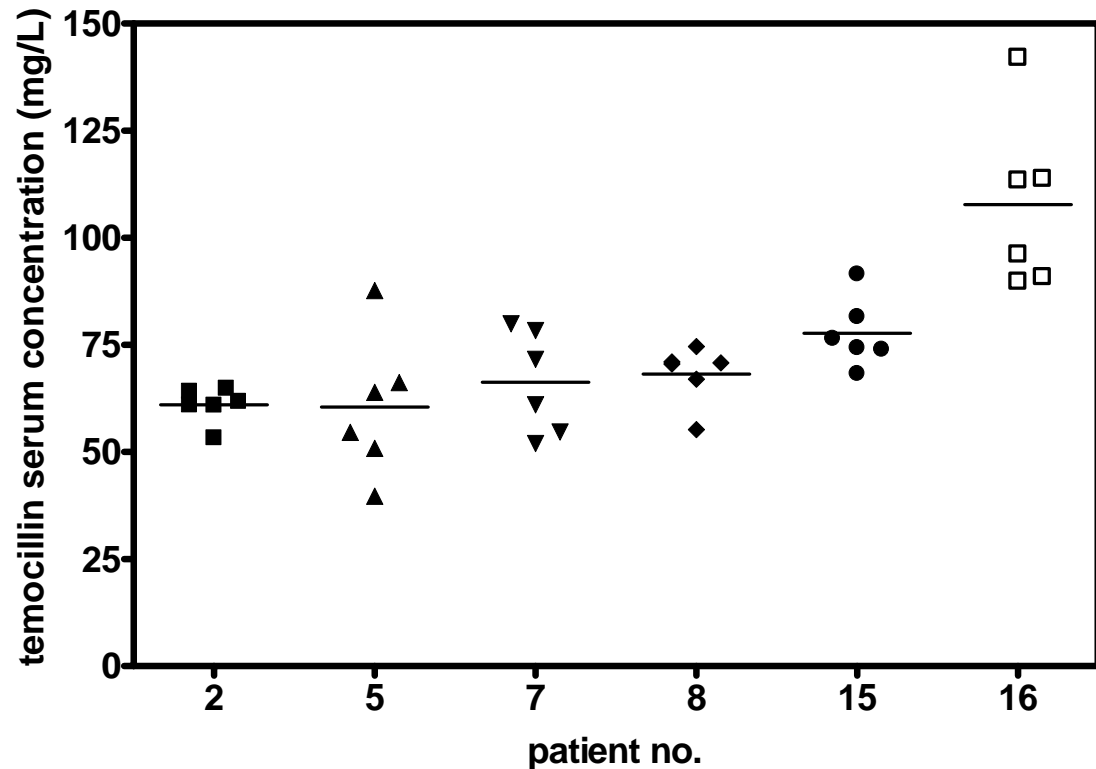
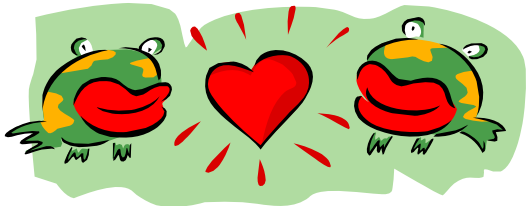
- from **Microsoft Excel**, simply make a copy/paste...
(**but I do not like Microsoft Excel charts...**)

*do not abuse of
fancy characters*



And now, how to insert graphs and pictures ?

- from **Prism**, do also a copy/paste... *
(I love Prism...)

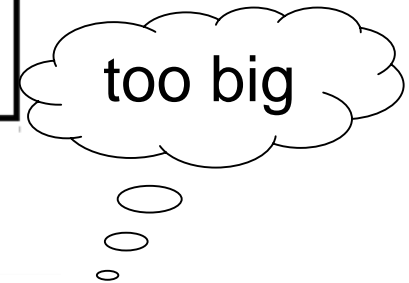
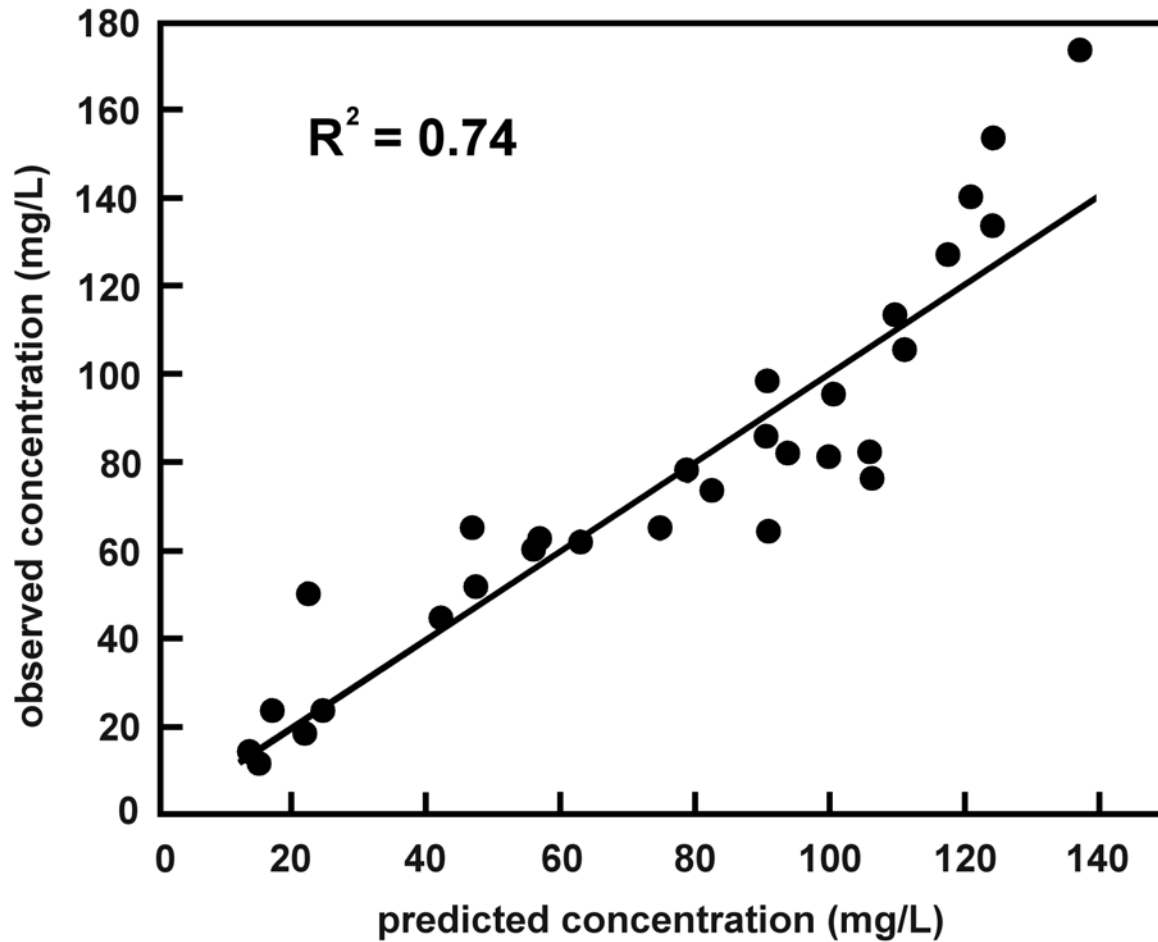


* this imports the whole file, so that you can manipulate the graph...

And now, how to insert graphs and pictures ?

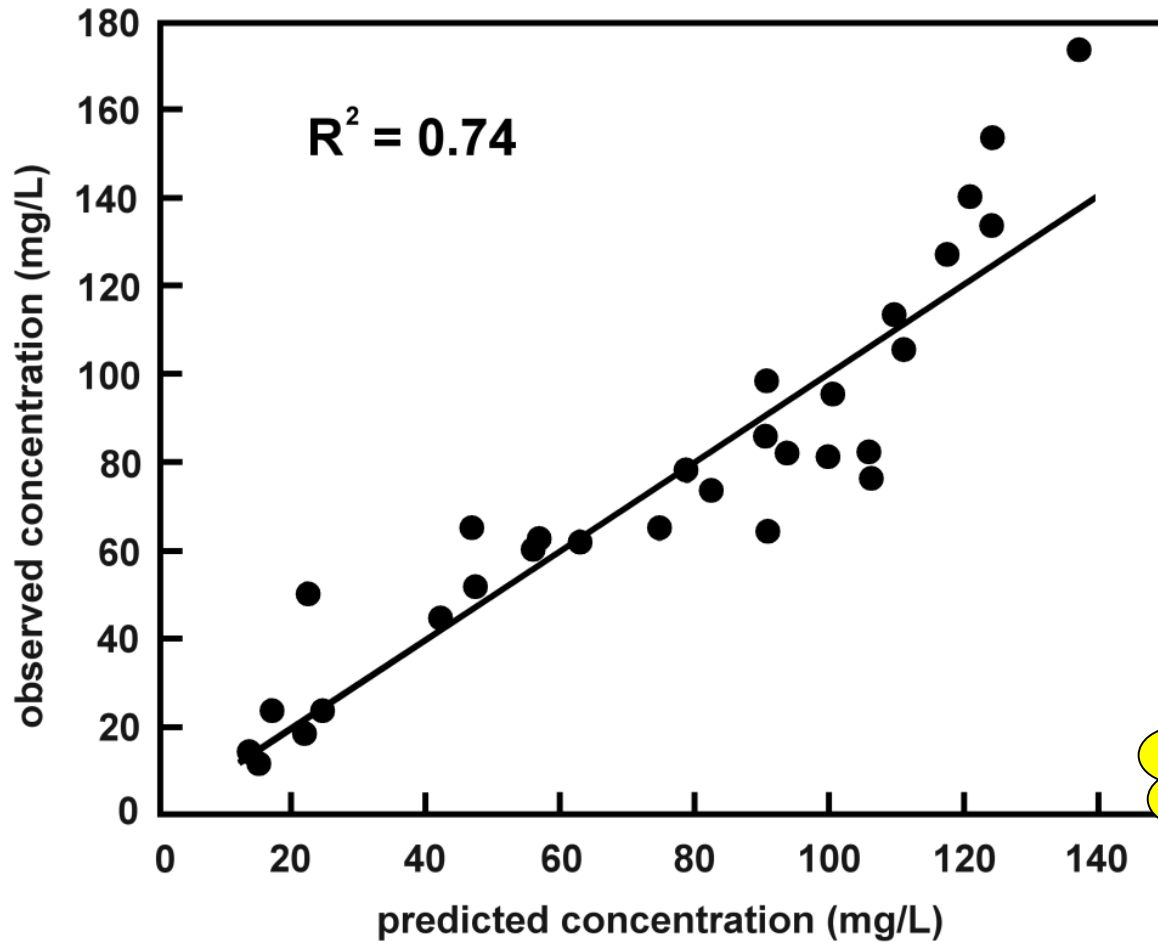
- from PaintShop, use preferably the PSP file but of reasonable size (about 600 x 800 pixels max.)
- work by trial and error ... and look at the size of your file
 - hints: make a "Save as" to see how big your file is; saving the file on it-self often reduces its size)
- remember the lessons about PaintShop
 - black and white pictures and graphs should always be with set to the 256 grey scale color scheme... (sometimes a 2 color scheme is all right...)
 - most color photographs are good enough if scanned at 200 dpi and compressed with the JPG algorithm
 - only scientific pictures need higher resolutions...

From PaintShop...



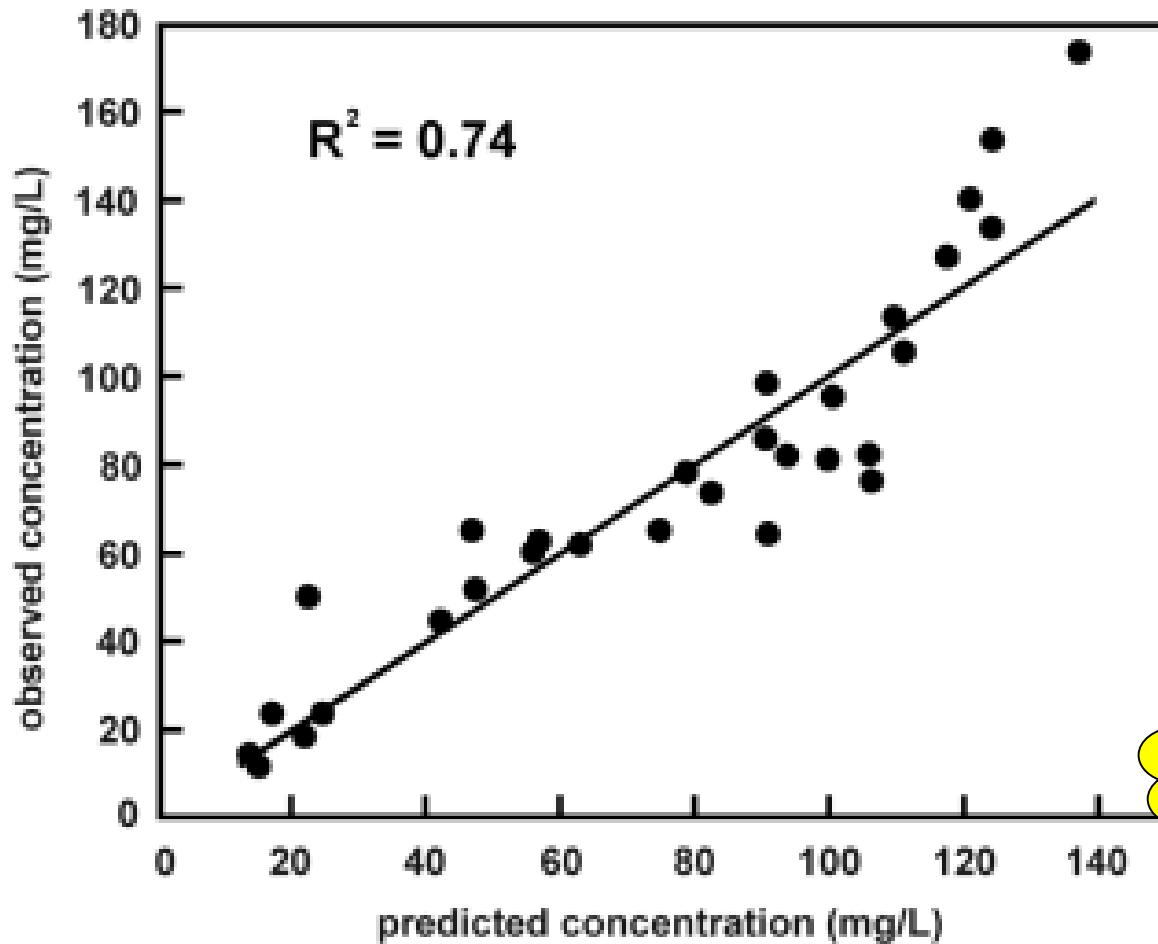
3054 x 2502 pixels

From PaintShop...



1008 x 826 pixels

From PaintShop...

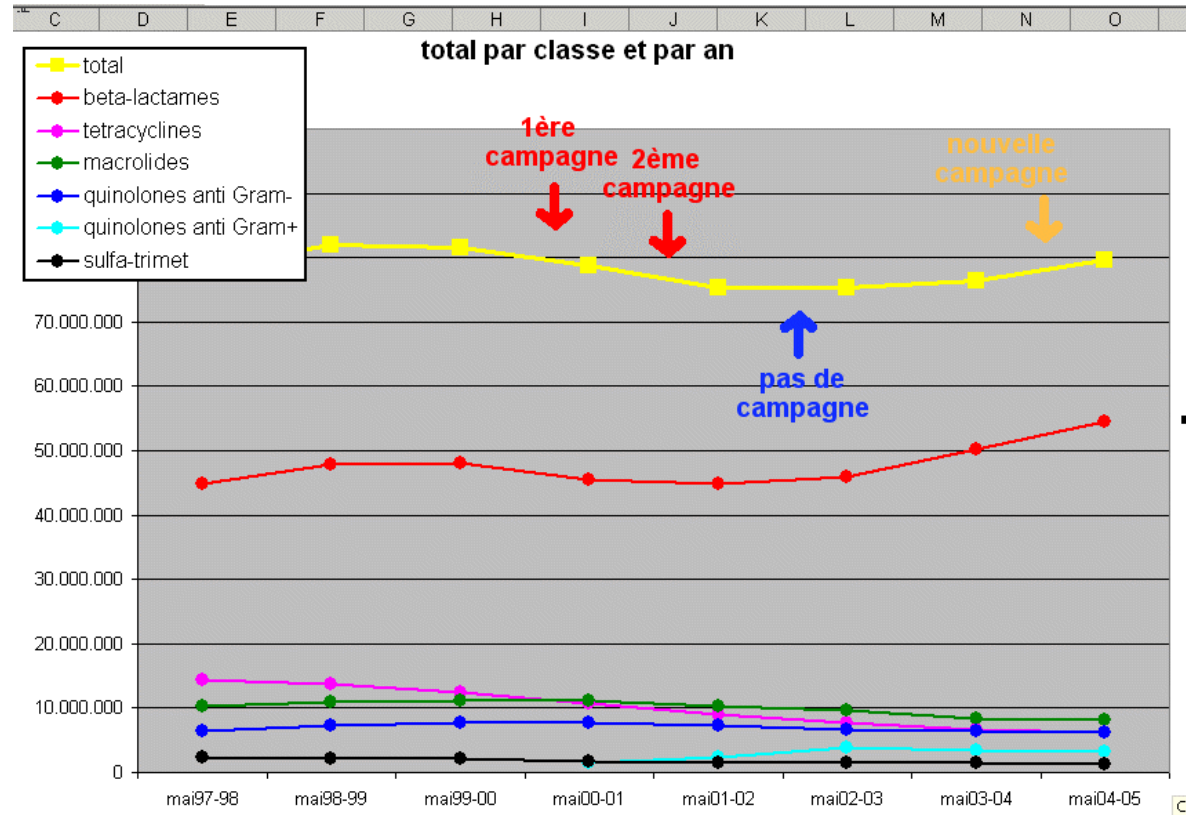


insufficient resolution..

333 x 273 pixels

Why using PaintShop image files produced from Prism or Excel rather than the Prism or Excel pictures them-selves ?

- you can better manipulate the image with PaintShop and suit them to your needs than with Prims or Excel...
- the graph can no longer be modified...



What about back and white photographs...



1000 x 1034 pixels
jpg – 94 KB

What about color photographs...



**1144 x 1706 pixels
jpg – 272 KB**



**380 x 561 pixels
jpg – 28 KB**

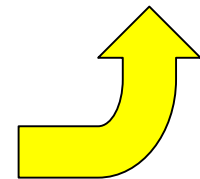
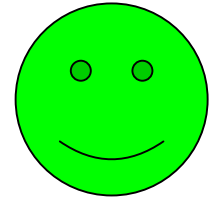
What about plain logos...



TIFF file 235 KB



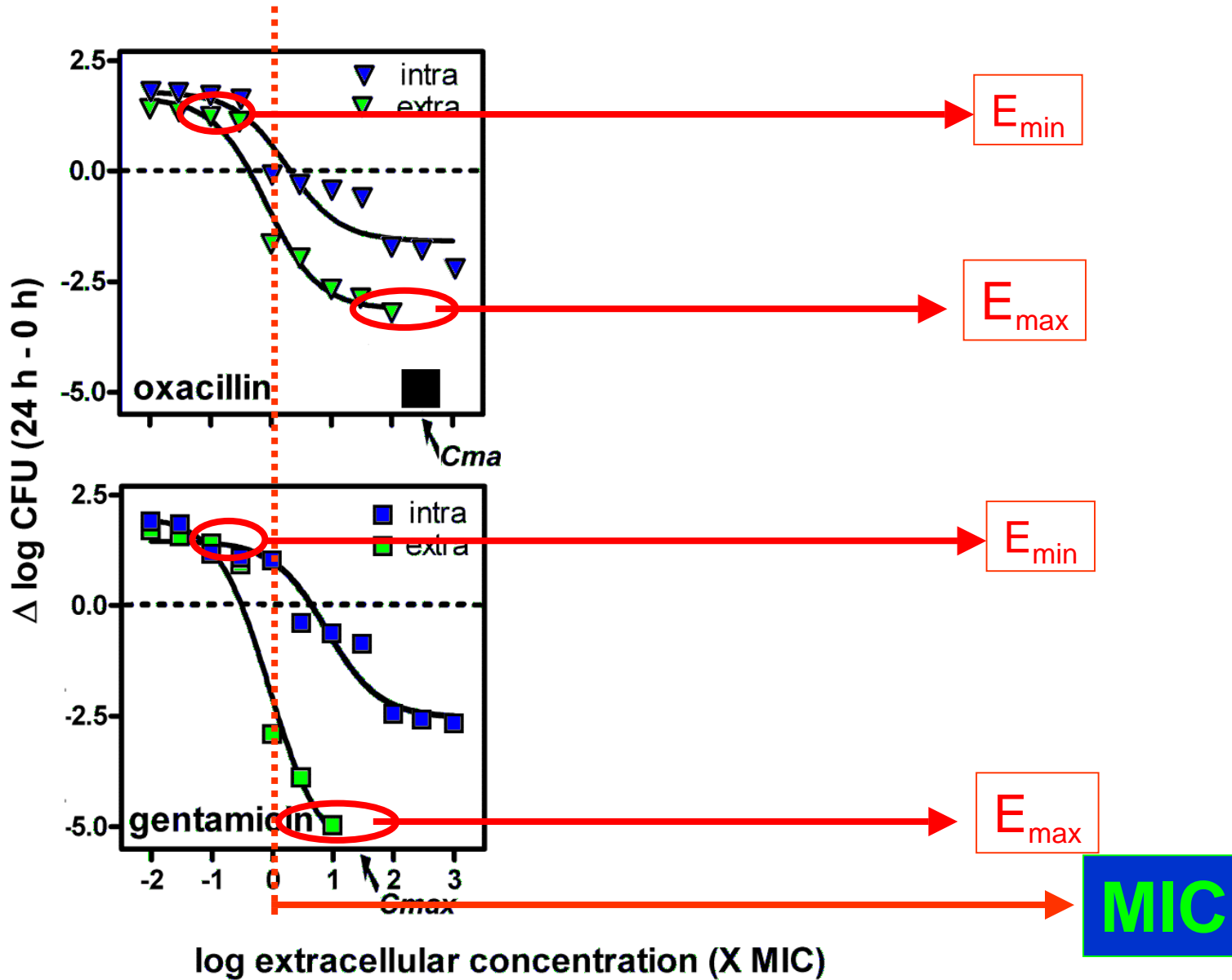
GIF file 19 KB



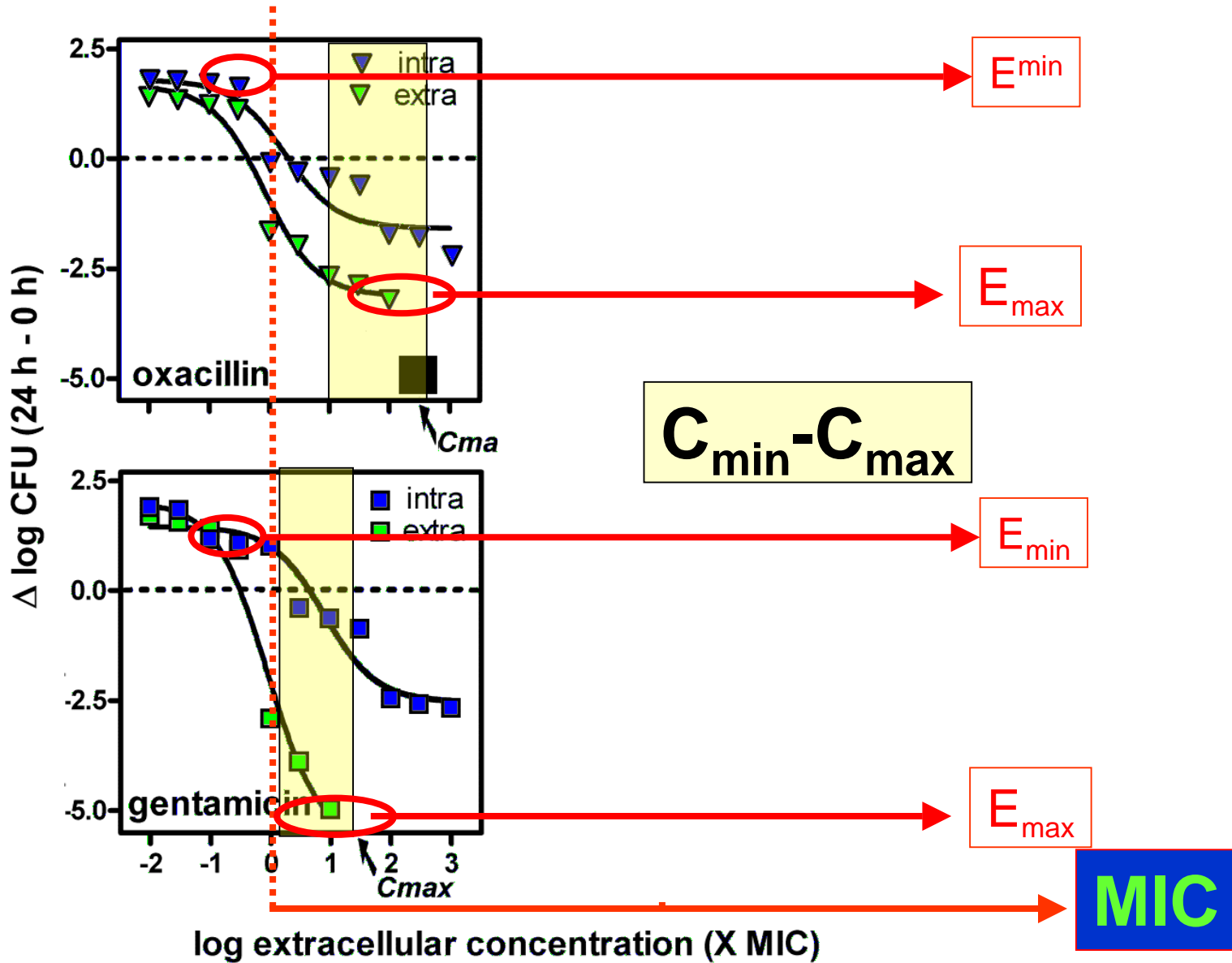
What about animations ?

- Use them sparingly ...and only when important to illustrate a concept or when progression brings something important...
- Most often, "appear" is more than enough
- Think about making a succession of slides rather than an animation because it will make the conversion in PDF more usable (and respecting your progression...)

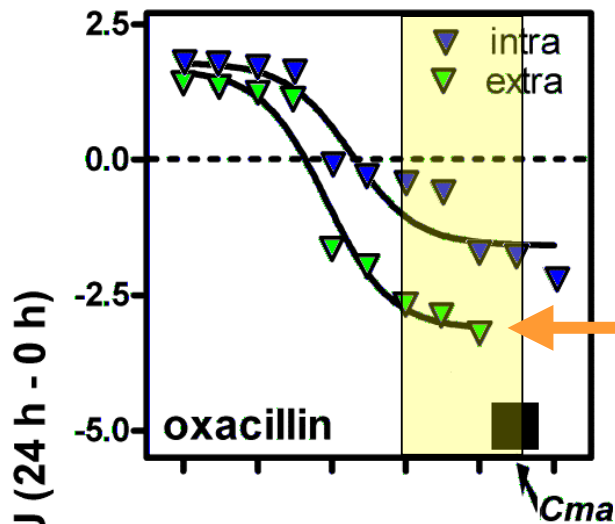
Over doeltreffendheid gesproken...



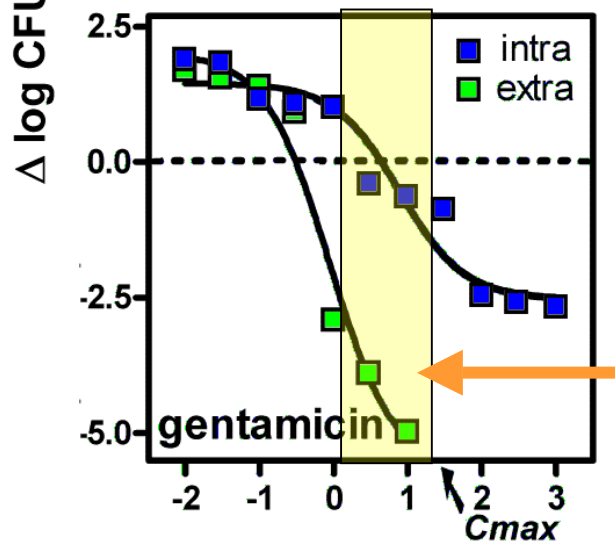
En de farmacokinetiek ?



En de farmacokinetiek ?



geringe concentratie-afhankelijkheid



hoge concentratie-afhankelijkheid

$C_{min} - C_{max}$

log extracellular concentration (X MIC)

Three useful hints...

- Size of characters
 - Titles: 24 (min) to **32** (max) ... and avoid Microsoft templates...
 - text: 24 ... down to 12 (limit) for normal text
- If using non very standard characters, do a "**Save with Embedded TrueType Fonts**" * to avoid big surprizes with anything else that plain english alphameric characters (0-9 and A-Z / a-z ... aka ASCII 32-128), but this will increase the size of your file
- Do not forget to modify the "Properties" of your file (File → Properties) to avoid being accused of having stolen the file from someone else...

* will NOT embed fonts with copyright restrictions...

The properties of your slides...

The image shows a Windows-style dialog box titled "How-to-make-efficient-Power-Point-presentations...". It has a tabbed interface with five tabs: "General", "Summary", "Statistics", "Contents", and "Custom". The "General" tab is selected. The dialog contains several text input fields and a checkbox. The "Title" field contains "PowerPoint Presentation". The "Author" field contains "Paul M. Tulkens". The "Company" field contains "Pharmacologie cellulaire". The "Save preview picture" checkbox is checked. At the bottom right, there are "OK" and "Cancel" buttons.

How-to-make-efficient-Power-Point-presentations... ? x

General Summary Statistics Contents Custom

Title: PowerPoint Presentation

Subject:

Author: Paul M. Tulkens

Manager:

Company: Pharmacologie cellulaire

Category:

Keywords:

Comments:

Hyperlink base:

Template:

Save preview picture

OK Cancel

Conclusions ...

- Think before you start
- be simple ...
- look at the size of your file * and use graphs and images only as needed and with the size needed...
- Do you need all what you have put on your slides
- is what you have put visible (size !!!)
- How long will it take to explain each slide...

* this file is 5.7 MB big ... because of too many pictures with unnecessary resolution; removing them will reduce the size to 1.2 Mb ...